

United States Probation Department
for the Eastern District of New York



VACANCY ANNOUNCEMENT #FY06-08

Position Title: Part-Time Reception/Record Room Clerk

Location: U.S. Probation Department, 75 Clinton Street, Brooklyn, NY

Salary Range: Starting salary Range: \$22,258 - \$36,161 CL-23

Closing: September 29, 2006

Position Overview: The U.S. Probation Department seeks a part-time reception/ record room clerk. Monday through Thursday from 12:00 p.m.- 6:00 p.m. and Fridays from 12:00 p.m. to 5:00 p.m. Duties and responsibilities include sorting, classifying and filing case records, mailing various documents, photocopying, faxing and delivering mail to other office locations by hand and/or by government vehicle, lifting and carrying boxes, entering and retrieving information from various databases, assisting telephone callers, relieving the receptionist for two to three hours per day, and performing all other job-related duties as required.

Requirements: Must possess experience specifically related to the responsibilities described above which will have provided the candidate with the particular skills to successfully perform the duties of this position. Knowledge of WordPerfect. Must be highly motivated, possess maturity, good judgement, excellent communication skills and the ability to work in a team oriented service environment. The ability to speak Spanish is helpful. A valid New York State Driver's License and High School diploma and/or its equivalent is required.

Submit cover letter and resume to:
United States Probation Department
75 Clinton Street - Room 405
Brooklyn, New York 11201-4201
Attention: Human Resources Department

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER